



Appendix B

Comprehensive Emergency Management Plan (CEMP) Checklist

ATTACHMENT 2 EMERGENCY PLAN REVIEW CHECK LIST

Updated October, 2006

PLAN BEGINNING

Y N

- Does the plan have a “Title Page” with date and names of all the jurisdictions covered by the Plan? ☐ ☐
- Does the Plan have a “Promulgation” signed by the executive head of the jurisdiction making the document official? ☐ ☐
- Does the plan have a “Foreword” or “Preface” from the agency head proclaiming the importance of the document? ☐ ☐
- Does the plan have a “Table of Contents”? ☐ ☐
- Does the plan have a “Distribution List” showing who receives the Plan? ☐ ☐
- Does the plan have a “Record of Changes” showing updates to the Plan? ☐ ☐

PLAN REVIEW CHECKLIST BASIC PLAN

I. INTRODUCTION

Y N

- A. Mission:**
Does this subparagraph include the essentials of why the organization exists? ☐ ☐
- B. Purpose**
Does this subparagraph include why the plan was written and to what it responds? ☐ ☐
- C. Scope**
Does the scope include the parameters of the plan and what the plan provides? ☐ ☐
- D. Organization**
Does the subparagraph identify the agency’s organizational and operational structure? ☐ ☐

II. POLICIES

Y N

- A. Authorities**
Has the legal authority for coordinating the plan been stated? ☐ ☐
- B. Assignment of Responsibilities**
Have all the organizations with emergency management responsibilities been identified? ☐ ☐
Have general policy statement(s) been made regarding emergency management? ☐ ☐
- C. Limitations**
Have contingencies that may restrict having an optimal emergency management plan been stated? Are there boundaries that restrict expectations of the plan stated? ☐ ☐

III. SITUATION	Y N
A. Emergency/Disaster Conditions and Hazards	
Are the Hazard Identification and Vulnerability Analysis referenced?	<input type="checkbox"/> <input type="checkbox"/>
B. Planning Assumptions:	
What conditions does the planner accept as true as a basis for planning?	<input type="checkbox"/> <input type="checkbox"/>
IV. CONCEPT OF OPERATIONS	
A. General	Y N
Is there a broad statement of what impact an emergency or disaster will have and how the organization will operate?	<input type="checkbox"/> <input type="checkbox"/>
B. Emergency Management Concepts	
Are the basic operating relationships established? Consideration can include but not be limited to:	
<ul style="list-style-type: none"> • Mutual aid agreements, establishment of priorities for response and resources, priority for conducting routine, day-to-day activities. 	<input type="checkbox"/> <input type="checkbox"/>
C. Direction and Control	
Is there a broad statement for what individual by title or position has the responsibility for emergency management and how those activities will be conducted?	<input type="checkbox"/> <input type="checkbox"/>
D. Facilities	
Are the primary and alternate Emergency Operations facilities from which emergency management activities will be conducted identified?	<input type="checkbox"/> <input type="checkbox"/>
E. Mitigation Activities	
Is there a detailed listing of activities to be taken by primary and support agencies to reduce degree of long-term risk to life and property?	<input type="checkbox"/> <input type="checkbox"/>
F. Preparedness Activities	
Is there a detailed listing of the activities to be taken by the primary and support agencies to develop the operational capabilities and facilitate and effective response?	<input type="checkbox"/> <input type="checkbox"/>
G. Response Activities	
Is there a detailed listing of the activities to be taken by the primary and support agencies before, during and after an emergency to save lives, minimize damage, and enhance recovery activities?	<input type="checkbox"/> <input type="checkbox"/>
H. Recovery Activities	
Is there a detailed listing of the activities to be taken by the primary and support agencies to return life support systems to minimum operating standards, and then to normal or improved levels?	<input type="checkbox"/> <input type="checkbox"/>
V. RESPONSIBILITIES	
Are general emergency management responsibilities of the primary and support agencies stated? Consideration can include but not be limited to:	

- A. A Letter of Promulgation included with the basic plan. The letter signed by an elected Official?. ☐ ☐
- B. Identification and designation of an individual, by title or position, that will review, revise, maintain, publish and distribute the basic plan. ☐ ☐

PLAN REVIEW GUIDELINES
APPENDIX ONE, GLOSSARY OF KEY TERMS

Y N

Does the Appendix provide a comprehensive glossary of Emergency Management key terms?: ☐ ☐

PLAN REVIEW GUIDELINES
APPENDIX TWO, ACRONYMS

Does the Appendix list a comprehensive guide to acronyms used in the Plan? ☐ ☐

PLAN REVIEW GUIDELINES
APPENDIX THREE, REFERENCES

Does the Appendix provide for identifying all federal, state, county, or city laws, regulation, ordinances, and statements of policy? ☐ ☐

PLAN REVIEW GUIDELINES
APPENDIX FOUR, REFERENCE GUIDE FOR NRP

Does the Appendix include the *Quick Reference Guide to the National Response Plan*? ☐ ☐

PLAN REVIEW CHECKLIST
EMERGENCY SUPPORT FUNCTIONS ESF # _____

		Y	N
PRIMARY AGENCY	Has/have the agency/agencies, or organizations most responsible for coordinating the ESF been designated?	<input type="checkbox"/>	<input type="checkbox"/>
SUPPORT AGENCIES	Has/have the agency/agencies, or organizations responsible for providing ESF support been designated?	<input type="checkbox"/>	<input type="checkbox"/>
 I. INTRODUCTION			
A. Purpose	Is the objective or goal of the ESF stated?	<input type="checkbox"/>	<input type="checkbox"/>
B. Scope	Is the extent of the ESF and coordination stated?	<input type="checkbox"/>	<input type="checkbox"/>
 II. POLICIES			
	Are the laws, regulations, ordinances and statements of policy governing the provision of this type of support function listed?	<input type="checkbox"/>	<input type="checkbox"/>
 III. SITUATION			
A. Emergency/Disaster Conditions and Hazards	Are the emergency conditions and hazards identified, and the effect they would have on this ESF stated?	<input type="checkbox"/>	<input type="checkbox"/>
B. Planning Assumptions	Are the conditions accepted as true for planning stated?	<input type="checkbox"/>	<input type="checkbox"/>
 IV. CONCEPT OF OPERATIONS			
A. General	Does the Concept of Operations include a general description of how the agency, jurisdiction or organization will conduct ESF operations? Consideration may be given to include but is not limited to:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Use for mutual aid agreements. • Restoration of the function or system. • Damage assessment of the infrastructure supporting the function or systems. • Service to special-needs groups. • Establishment of priorities for use of limited assets. 		
B. Organization	Is the manner in which the primary agency/agencies is/are organized to support the ESF stated?	<input type="checkbox"/>	<input type="checkbox"/>

		Y	N
C. Procedures		<input type="checkbox"/>	<input type="checkbox"/>
Are the general procedures governing the operation of the primary agency/agencies stated?			
D. Mitigation Activities			
Is there a detailed listing of the activities to eliminate or reduce the degree of long-term risk of the primary and support agencies?			
E. Preparedness Activities			
Is there a detailed listing of the activities to be taken in advance of an emergency to develop the operational capabilities of the primary and support agencies? Consideration may be given to include but is not limited to:			
<ul style="list-style-type: none">• Required certification and training.• Designation of an individual, by title or position, as the Support Function Coordinator with a list of responsibilities.			
F. Response Activities			
Is there a detailed listing of the activities to be taken immediately before, during, or directly after an emergency?			
G. Recovery Activities			
Is there a detailed listing of the activities to be taken to return life support systems to minimum, normal, or improved levels?			
V. RESPONSIBILITIES			
A. Primary Agency		<input type="checkbox"/>	<input type="checkbox"/>
Is there a broad and general statement of the responsibility to coordinate support?			
B. Support Agencies		<input type="checkbox"/>	<input type="checkbox"/>
Is there a broad and general statement of the responsibility to provide support?			
VI. Resource Requirements			
Are the assets and the requirements to support the function stated?			
VII. References			
Are any references that specifically authorize or regulate this function stated?			
VIII. Terms and Definitions			
Are any terms or definitions necessary to add clarity to the function included?			
Agency Approval: _____		Date Approved: _____	

NOTES